

## INSTRUCTIONS FOR COMPLETING THE ED TECH COMPETITIVE SUBGRANT PERFORMANCE REPORT

- SAVE A COPY of the electronic version of the Excel Spreadsheet to your computer from our website.
  - Rename the file as you save it
    - As you are saving this Excel Spreadsheet to your computer, change the name of the file that you are saving so that it includes the name of your consortium in the file name, example:
      - Original name of file = *performancereportcomp.xls*
      - Change to = *BlueRidgeEastperformrpt.xls*

This is an Excel Spreadsheet Workbook. Please remember the following:

- Look for the tabs at the bottom of the Excel workbook when you open it.
- By clicking on each tab, you will move from the "Cover Page" sheet to the component sheets.
- If you do not see the "Cover Page" tab at the bottom when you first open your Excel Workbook, click on the small arrowhead icon in the bottom left corner to bring that tab into view.
- This spreadsheet workbook consists of the following sheets:
  - "Cover Page" sheet,
  - "Component A: Project Summary" sheet
  - "Component B: Expenditures" sheet
  - "Component C: Evaluation" sheet

- ENTER DATA ON **COVER PAGE** sheet **FIRST!**
  - Enter the correct date under the Performance Report Title.
  - Enter the Consortium and LEA Fiscal Agent data as indicated.
    - "Total Grant Awarded": Enter the total grant amount awarded to your consortium.
    - The amount that you enter will be automatically carried over and inserted in the Component B sheet "Grant Award" field.
- ENTER DATA ON Component A: Project Summary sheet
  - "Consortium": The name of your consortium, which you entered on the Cover Page, has automatically been carried over and inserted on this page – Component A.
  - "Year": Enter the current year to indicate that this is your summary statement for the current year.
  - "Goal": Enter your goal and its related objectives and strategies.
    - The cell space provided will expand, as you need additional space for typing in your data statements under "Goal," "Objective," and "Strategy."
  - "Status": Enter the correct letter for each strategy to indicate if it is (O) ongoing or (C) if you have completed this specific strategy.

Repeat this process for each of your other goals and their related objectives, strategies and status.
- ENTER DATA ON Component B: Expenditures sheet
  - "Grant Award": The grant award figures you entered on the Cover Page have been automatically carried over for you.
  - "Objective & Strategy": The objective and strategy, which you entered on Component A: Project Summary sheet, has been automatically carried over for you onto this Component B: Expenditures sheet.
  - "Object Code": Enter an object code in the field for each expenditure item. For each expenditure item, enter the specific Object Code. The Budget OBJECT CODES may be found in the Reimbursement Handbook - [http://www.pen.k12.va.us/VDOE/Technology/EdTech/fq-reimb-hb-yr2\\_1.doc](http://www.pen.k12.va.us/VDOE/Technology/EdTech/fq-reimb-hb-yr2_1.doc)
  - "Expenditure Justification": Enter your statement. This statement will provide specific information on what was purchased, how this purchase correlated with your strategy/objective, and how teaching and learning will be enhanced by this purchase.
  - "Amount": Enter a dollar amount. The "% of Budget" is automatically calculated and inserted for you.

Repeat this process for each expenditure item.
- ENTER DATA ON Component C: Evaluation sheet
  - "Objective": The objective, which you entered on Component A: Project Summary sheet, has been automatically carried over for you.
  - "Evidence of High Quality Professional Development (Ongoing, sustained, intensive)": Enter clear and succinct statements that show evidence of high quality professional development for each objective.
  - "Evidence of Technology Integration in the Classroom": Enter clear and succinct statements that show evidence of effective technology integration in the classroom to improve instruction and academic learning.
- ENTER DATA ON Component D: Data sheet
  - Please enter **numbers only** for data obtained from member school divisions.

Share your report with the school division representatives in your consortium.